

GLOSSARY

ACCIDENT: The causing or incurring of damage or injury, whether or not the vehicle concerned is the moving unit. Not an incident (See definition below).

ACCIDENT REPORTABLE: Any accident in which a state-owned vehicle is involved where such accident results in death, personal injury, or combined property damage in excess of that amount specified by South Carolina law (currently \$400).

ACCIDENT PREVENTABLE: Any accident involving a state-owned vehicle that results in property damage or personal injury, regardless of who was injured, what property was damaged, or when it occurred, in which the driver in question failed to exercise every reasonable precaution to prevent the accident. Usually the presence of a moving violation indicated against the state driver on the uniform traffic ticket is an indication that the accident was preventable.

ACCIDENT FREQUENCY RATE: The accident frequency rate is determined by multiplying the number of accidents by 1,000,000 and dividing by the total number of miles driven. In the case of individual agencies, accident frequency rate may be calculated per 1,000 miles driven.

DDC: The National Safety Council sponsored Defensive Driving Course or other driver training courses approved by the DMVM.

DMVM: State Fleet Management

FAULT: The concept whereby a driver is guilty of error, either by committing improper actions or by omitting proper actions where that error results in a preventable accident. Determination of "fault" is made either by conviction of a driver for a traffic offense in court of law, or determination by agency management or an Accident Review Board during review of a vehicle accident.

FLEET: That group of various types and classes of motor vehicles and vehicular equipment assigned to or owned by an agency.

FLEET MANAGER: The DDSN employee responsible for managing the regional fleet.

FLEET SAFETY OFFICER: The State Fleet Management employee responsible for administering the statewide Fleet Safety Program.

FULL TIME DRIVER: A state employee, consultant, contractor, or volunteer worker who drives a state-owned vehicle for more than fifty percent of that person's compensated work hours.

INCIDENT: Incidents are cases where a state vehicle incurs damages as a result of some action (vandalism, acts of nature, etc.) not fitting the definition of "accident". Incidents are not used in calculating accident frequency rates.

LAW ENFORCEMENT OFFICER: A duly commissioned certified law enforcement officer, with statewide arrest powers who is normally armed.

LINE OF DUTY: A concept applicable only to law enforcement officers. An officer is considered to be performing "in the line of duty" when that officer is engaged in activities pursuant to the laws, regulation, policies, procedures, or instructions issued by proper authority.

MAINTENANCE: Cleaning, servicing, adjusting, repairing, replacing parts or components, testing, and checking for discrepancies.

MOTOR VEHICLE: Any vehicle, self-propelled or drawn by mechanical power, designed and licensed to be principally operated on the highway in the transportation of property or passengers.

MOTOR VEHICLE RECORD: A driver's history of traffic violations, accidents, suspensions, and convictions as maintained by the State Department of Public Safety.

SPECIAL PURPOSE VEHICLE: Vehicles designed or adapted for specialized use other than providing transportation for personnel, supplies or equipment. Such vehicles have limited or no capacity for practical utilization in a general purpose role. Include police pursuits, fire, ambulance, emergency vehicles, utility maintenance trucks, refuse trucks and similar vehicles with specialized engine or mounted equipment designed for specific task accomplishment.

APPENDIX - A

REQUEST TO PURCHASE/DISPOSE OF VEHICLE

See the Director, Supply and Services for Copy

APPENDIX A-1

VEHICLE DISPOSAL CRITERIA

It is the intent and policy of the Budget and Control Board and DDSN that we achieve the maximum return on investment in its motor vehicle fleet. The following are replacement criteria for the various classes and sizes of state vehicles. Passenger carrying vehicles shall be retained for the minimum number of miles or years as indicated below. These vehicles should not be held past the maximum age criterion unless justified. However, the deciding factors shall be the vehicle's overall condition and needs of the agency.

Vehicles may be replaced before the replacement scheduled if written justification is submitted to the Director, Services and Supply. The criteria for non passenger-carrying vehicles and buses are a recommended guide, and regions may apply their own criteria for these classes.

PASSENGER-CARRYING VEHICLES

| Vehicle Class | Min. Miles | or | Min. Age | Max. Age |
|-----------------------------|-------------------|-----------|-----------------|-----------------|
| Full Size Sedans | 100,000 | | 6 years | 8 years |
| Inter., Compact, Subcompact | 90,000 | | 5 years | 7 years |
| Station Wagons | 100,000 | | 6 years | 8 years |
| Full Size Vans | 120,000 | | 7 years | 9 years |
| Mini Vans | 100,000 | | 6 years | 8 years |
| Sport Util. Vehicles | 100,000 | | 6 years | 8 years |

NON PASSENGER-CARRYING VEHICLES AND BUSES

| Vehicle Class | Min. Miles | or | Min. Age | Max. Age |
|-------------------------|-------------------|-----------|-----------------|-----------------|
| Full Size Police Sedans | 100,000 | | 4 years | 6 years |
| Other Police Sedans | 90,000 | | 4 years | 6 years |
| Trucks Below 10500GVW | 100,000 | | 6 years | 9 years |
| Trucks Over 10500 GVW | 100,000 | | 7 years | 9 years |
| Bus (other than school) | 120,000 | | 9 years | 10 years |
| Trucks, Tractors | 130,000 | | 13 years | 16 years |
| Trailers/Semi Trailers | N/A | | 15 years | N/A |
| Bus, Road-Type Diesel | 200,000 | | 15 years | N/A |
| Scooter, 3 Wheel | 12,000 | | 3 years | 5 years |

The above criteria was set by State Fleet Management in memo dated March 12, 1997

Appendix B

DRIVER RECORD SCREENING REQUEST

NOT USED AT THIS TIME

1. Regional centers wishing to screen fewer than 100 driver records should submit a roster in the following format:

State Budget and Control Board
Division of Motor Vehicle Management
Attention: Fleet Safety Officer
1022 Senate Street
Columbia, South Carolina 29201

This agency wishes to have the Motor Vehicle Record of the following employees screened:

| Driver's License No | Name | Date of Birth |
|------------------------|-------|------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Requester's Signature

Agency

Position

Telephone Number

2. Agencies wishing to screen 100 or more driver records should submit driver data on computer magnetic tape. Specifications for tape input may be obtained from the Fleet Safety Officer at the address shown in paragraph 1 above.

Appendix C
DRIVER CORRECTIVE ACTIONS

| MVR VIOLATION PTS | STATE VEHICLE <u>or</u> ACCIDENTS (Last 5 YRS) | ALL VEHICLE <u>or</u> ACCIDENTS (Last 3 YRS) | CORRECTIVE ACTIONS |
|----------------------------------|--|---|---|
| 6-8 | 1-regardless of fault* | | Verbal counseling concerning responsibilities while driving state vehicles. |
| 9-10 | 1-at fault** 2-regardless of fault | 3-regardless of fault | Written counseling concerning responsibilities while driving state vehicles and mandatory attendance of Defensive Driving Course. |
| 11-12 | 3-regardless of fault | 4-regardless of fault | Review of state vehicle driving privileges by agency management.*** |
| | 2-at fault** | | 3 months to 1 year suspension from driving State vehicles. |
| Driver Under Suspension | CORRECTIVE ACTION: Employee is suspended from operating state vehicle until suspension is lifted by DHPT and the Accident Review Board. Employee shall provide a new MVR as proof of lifted suspension. | | |
| | 3-at fault** | | 1 year to permanent suspension from driving State vehicles. |

NOTES:

- * "Fault" is as determined by investigating law enforcement officers, and is indicated by the presence of a charge on the uniform Traffic Report. In the absence of a charge on the report, "fault" should be determined by the agency Accident Review Board.
- ** Under the Insurance Proviso of the annual State Appropriations Act, a state employee may be held liable for up to \$200 for negligence while driving a state vehicle.
- *** The presence of 11-12 violation points, 3 state vehicle accidents, or 4 "all vehicle" accidents on an employee's MVR, regardless of fault, is cause for that employee's state vehicle driving privileges to be reviewed by agency management or by an Agency Accident Review Board. The agency may take any action consistent with state and agency personnel regulations.

APPENDIX D
SOUTH CAROLINA
STATE VEHICLE ACCIDENT PROCEDURES

1. Turn vehicle ignition off to prevent fire and evacuate vehicle.
2. Render first aid to any injured persons.
3. Call for medical assistance or ambulance if necessary.
4. Call local municipal or county police, or S.C. Highway Patrol. If appropriate, call your agency's Public Safety Office. All state vehicle accidents* must be investigated by law enforcement authorities.
5. Vandalism of a state vehicle also must be investigated by law enforcement officials.
6. Obtain data concerning other vehicle and driver, and complete accident report on the following page.
7. Give the other driver your name and the name and address of your agency. **Do not admit responsibility or liability for any accident.**
8. As soon as practicable, report accident to James C. Green, Insurance Adjusters.

*An "accident" is defined as the causing or incurring of damage or injury, whether or not the vehicle concerned is the moving unit.

ACCIDENT REPORT FORM

Complete the following information within 2 days and forward to the Administrator, Services Support.

STATE VEHICLE INFORMATION:

1. Date and Time of Accident _____
2. Location of Accident: County _____ City _____
Road # _____
3. Vehicle and Driver Involved:
 - A. **Your State Vehicle:**
 1. Region Name _____
 2. Year/Make of Vehicle _____
 3. Your Name _____
 4. Your Driver's License No. _____
 5. Your Home Address: _____
 - B. **Other Vehicle Information:**
 1. Year/Make of Vehicle _____
 2. Vehicle License No. _____
 3. Driver's Name _____
 4. Driver's Address _____
 5. Driver's License No. _____
 6. Insurance Company Name _____
 7. Insurance Policy No. _____
4. Was Accident Investigated By Police? (_____ Yes) (_____ No)
5. Name of Police Department _____
6. Was a Driver Charged with a Violation (_____ Yes) (_____ No)
7. If so, list Drivers Name and Charges _____

8. Was there Injuries? (_____ Yes) (_____ No)
List Names and Type of Injury _____

9. In your own words give a narrative of what happened: Use other side if necessary.

APPENDIX E

QUARTERLY AGENCY STATE VEHICLE ACCIDENT SUMMARY REPORT

Agency_____

QUARTER_____

No. of Owned/Leased State Vehicles in Agency Fleet_____

No. of Miles Accrued in State Vehicles During Quarter_____

Date_____

Accident Summary
(Use Codes Shown at Provided Enclosures)

| Accident * No | County Number | Route Number | Date | Day | Time | Persons Inj./Killed | Veh Year | Tag Number |
|------------------|------------------|-----------------|------|-----|------|------------------------|-------------|---------------|
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| Damage Severity | D. L. Number | Sex | Race | Date of Birth | At Fault** | MVI*** |
|--------------------|-----------------|-----|------|------------------|------------|--------|
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* Assigned by Agency

- ** Either State Driver or other driver as determined by Agency Accident Review Board or investigating police.
- *** Moving Violation Indicated (See Code Sheet)

INFORMATION SHEET

(To interpret Codes Used on Accident Summary Report)

County

| | | | |
|-----------------|-------------------|----------------|-------------------|
| 01 - Abbeville | 13 - Chesterfield | 25 - Hampton | 37 - Oconee |
| 02 - Aiken | 14 - Clarendon | 26 - Horry | 38 - Orangeburg |
| 03 - Allendale | 15 - Colleton | 27 - Jasper | 39 - Pickens |
| 04 - Anderson | 16 - Darlington | 28 - Kershaw | 40 - Richland |
| 05 - Bamberg | 17 - Dillon | 29 - Lancaster | 41 - Saluda |
| 06 - Barnwell | 18 - Dorchester | 30 - Laurens | 42 - Spartanburg |
| 07 - Beaufort | 19 - Edgefield | 31 - Lee | 43 - Sumter |
| 08 - Berkeley | 20 - Fairfield | 32 - Lexington | 44 - Union |
| 09 - Calhoun | 21 - Florence | 33 - McCormick | 45 - Williamsburg |
| 10 - Charleston | 22 - Georgetown | 34 - Marion | 46 - York |
| 11 - Cherokee | 23 - Greenville | 35 - Marlboro | |
| 12 - Chester | 24 - Greenwood | 36 - Newberry | |

Day

| | | | |
|------------|---------------|--------------|--------------|
| 1 - Sunday | 3 - Tuesday | 5 - Thursday | 7 - Saturday |
| 2 - Monday | 4 - Wednesday | 6 - Friday | |

Time

| | | | |
|----------------|-----------------|-----------------|------------------|
| 0100 - 1:00 am | 0900 - 9:00 am | 1700 - 5:00 PM | Examples: |
| 0200 - 2:00 am | 1000 - 10:00 am | 1800 - 6:00 PM | Accident |
| 0300 - 3:00 am | 1100 - 11:00 am | 1900 - 7:00 PM | Code Occurred |
| 0400 - 4:00 am | 1200 - 12:00 am | 2000 - 8:00 PM | 0650 6:50 am |
| 0500 - 5:00 am | 1300 - 1:00 PM | 2100 - 9:00 PM | |
| 0600 - 6:00 am | 1400 - 2:00 PM | 2200 - 10:00 PM | 2135 9:35 PM |
| 0700 - 7:00 am | 1500 - 3:00 PM | 2300 - 11:00 PM | |
| 0800 - 8:00 am | 1600 - 4:00 PM | 2400 - 12:00 PM | 0020 12:20 am |

Damage Severity

- 1 - Slight - Less than \$400 damage
- 2 - Moderate - \$401 - \$1,000 damage
- 3 - Severe - More than \$1,000 damage
- 4 - Not available

DL Number

The driver's license number of the operator.

Sex

- 1 - Male
- 2 - Female
- O - Not Stated

Race

- 1 - White
- 2 - Black
- 3 - Other
- O - Not Stated

MVI (Moving Violation Indicated)--(From S.C. Uniform Traffic Collision Report)

- | | |
|----------------------------------|---------------------------------|
| 11 - Improper Backing | 79 - Violation Inspection Law |
| 21 - Speeding (10 MPH & Under) | 80 - Fail to Stop - Police Veh. |
| 22 - Shifting Lanes Imp. | 82 - Other Moving Violation |
| 23 - Parking Improperly | 83 - Exc. Wt. Ht. Lt. Wh. |
| 25 - Failure to Dim Lights | 84 - Pedestrian Drunk |
| 26 - Lights Improper | 85 - Concealed Weapon |
| 28 - Vehicle in Unsafe Condition | 86 - Disorderly Conduct |
| 29 - Driving in Wrong Lane | 87 - Driver License Violation |
| 4A - No Signal Improper Signal | 88 - Trash, etc. on Highway |
| 4B - Following too closely | 89 - Vehicle License Violation |
| 4C - Defective Brakes | 90 - Vehicle License Improperly |
| 41 - Speeding (More than 10 MPH) | 91 - Illegal Whiskey |
| 42 - Disregard Sign/Sig | 92 - Faulty Equipment |
| 43 - Disobedient to Officer | 93 - Walking Violation |
| 44 - No Right of Way | 94 - Other Violation |
| 45 - Wrong Side of Road | 95 - Fuel Tax Marker |
| 46 - Passing Unlawfully | 96 - Driving Under Suspension |
| 47 - Turning Unlawfully | 97 - Min. Speed Law |
| 48 - Driving in Safety Zone | 98 - Racing on Highway |
| 61 - Reckless Driving | 99 - Driving Under Influence |
| 62 - Pass Stopped School Bus | 00 - No Improper Driving |
| 63 - Hit & Run Property Damage | 01 - Violation Unknown |

Appendix F

ACCIDENT REVIEW BOARDS

A. PURPOSE

To promulgate guidelines for establishment of vehicular Accident Review Boards for review of all accidents involving DDSN-owned vehicles.

B. BACKGROUND

Accidents involving state-owned vehicles result in deaths, injuries, loss of employee production time, and loss of state financial resources in the form of insurance premiums

and vehicle repair costs. Safe and proper operation of state vehicles is a direct responsibility of operators, supervisors, regional centers, and State Fleet Management. Accident Review Boards perform a vital function in the state Vehicle Safety Program by identifying causes of accidents, establishing responsibility for these accidents, and recommending actions to reduce the number of accidents.

C. GOAL OF ACCIDENT REVIEW BOARDS

The primary goal of the Accident Review Board will be to promote safe driving and to reduce the number of accidents involving DSN vehicles. Emphasis will be on training drivers and developing safe procedures. These programs can only succeed if each operator of a motor vehicle accepts his or her personal responsibility for safe vehicle operation. In those cases where an individual employee is unable or unwilling to consistently operate motor vehicles safely, the board will recommend that appropriate disciplinary action be taken by the facility director or supervisor.

D. COMPOSITION OF ACCIDENT REVIEW BOARDS

Composition of boards will be at a minimum:

1. Administrator, Services Support or designee, who shall act as Chairman
2. Region Vehicle Coordinator
3. Public Safety Officer/Security Chief
4. DDSN Staff Attorney (only when accident results in a death or excessive property damage occurs)
5. 2 supervisory representatives appointed by Chairman

E. BOARD RESPONSIBILITIES.

Vehicle Accident Review Boards will exercise three major responsibilities:

1. Review all accidents involving appropriate vehicles (DSN-owned) to determine cause and to establish responsibility or culpability where appropriate. In such cases, Review board has the authority to recommend that the driver be held liable for damage not to exceed the insurance deductible amount or actual vehicle repair cost, whichever is less, if operator negligence has been established. The board shall also review all moving violations issued to operators of the appropriate state-owned vehicle.
2. Driver Training. The Review Board will examine present driver training procedures and, where appropriate, will recommend establishment of additional driver training requirements to ensure that all vehicle operators are fully trained and qualified in the operation of their particular vehicle.

3. Disciplinary Action. Where flagrant or repeated violations occur, the Review Board will refer the case to the regional directors or facility director for further disciplinary action.
4. Appeal. Decisions made by DDSN Accident Review Boards are appealable to the following bodies, in the order shown:
 - a. Vehicle Safety Action Committee
 - b. Deputy State Director, Administration

F. ACCIDENT REVIEW BOARD PROCEDURES

1. Meeting frequency. DDSN regional boards should meet at least quarterly, or when directed by the chairman. Generally, board meetings should be called when the region has experienced three or more vehicle accidents. The Board Chairman will contact the board members of the scheduled time and place of the meeting. All accidents shall be reviewed within 30 days.
2. Responsibilities of the Chairman. The Chairman will ensure that training aids such as blackboard, chalk, and any other necessary equipment are present at the time of the hearing. The chairman shall also ensure that all documentation concerning the accident is available including:
 - a. Copies of the investigating officer's report
 - b. Copies of the employee's statement as to what happened
 - c. A summary of any court action
 - d. Statements from available witnesses
3. Accident Review Procedures.
 - a. The Board will be called to order by the Chairman and a note made of members present and members absent.
 - b. The accident will be described by the Board Chairman. The completed accident report may be used to obtain specific information concerning the accident. Additional information will be provided to the Board with a complete detailed picture of the circumstances of the accident. The presentation will include the following essential information:
 - (1) Estimated speed
 - (2) A description of the intersection, if appropriate, including blind corners and visibility in all directions, parked vehicles, etc.
 - (3) If the vehicle involved in the accident was an emergency vehicle responding to an emergency, the Board will be provided with information regarding the state of the emergency.

- (4) A positive statement regarding operation of emergency warning devices on the vehicle. Were the emergency lights and sirens serviceable and operating if required?
- (5) A statement by the operator(s) as to what happened.
- (6) Answer any questions by members of the Board.

4. Findings/Recommendations of the Board.

- a. After reviewing the circumstances of the accident, the Board will determine whether the accident was preventable or non-preventable. (See Glossary)
- b. Before reaching a finding of non-preventable, the Board must be satisfied that the accident could not have been prevented by the driver through normal alertness and attention to driving. In the case of an emergency vehicle, the Board must be satisfied that the driver was complying with all laws regarding emergency operation of vehicles.

5. Assessment of Damage.

The employee-operator may be assessed for an amount not to exceed two hundred dollars for each occurrence if he is found to be at fault in the accident after a review of records conducted by a duly appointed Accident Review Board. The operator may be assessed up to the full cost of repairs if convicted of driving under the influence at the time of the accident and the Accident Review Board determines that the operator's impaired condition substantially was the cause of the accident.

G. DISCIPLINARY ACTION

In addition to the assessment by the Board or as a separate action upon recommendation of the Board, regional centers shall impose, but are not limited to, the penalties described at Appendix C of this manual.

H. REPORTS

Copies of the minutes of the Accident Review Board shall be furnished to each committee member with a copy being forwarded to the Director, Services and Supply.